



**UNITED STATES DEPARTMENT OF STATE**  
**Office of Medical Services**  
**Washington, DC 20522**  
**202-663-1718**

**AUTHORIZATION FOR MEDICAL TESTS/CONSULTATIONS**

Name of Examinee:		Date of Birth:
Address: 		File ID:
		Rel Status:
Name of Employee:	SSN of Employee:	Agency:
<b>To the Examinee:</b>  The following tests/consultations are REQUIRED to complete issuance of medical clearance.		
<u>Reason for Consultation:</u> 		
Date of Authorization:	Signature:  Printed Name:	Post:

## **INSTRUCTIONS FOR EMPLOYEE**

This form (DS-616) is issued to authorize non-routine diagnostic testing or a procedure required for a medical clearance determination for employees and eligible family members. This authorization is valid for 60 days from the date of issuance. A medical clearance will not be issued until the Office of Medical Services receives reported results.

Payment is authorized only for those studies listed on this form. Form DS-616 does not authorize payment for travel, treatment of medical conditions or for payment of studies beyond those stated in this form.

### **REPORTS**

The results of the medical tests/consultations authorized by this DS-616 are necessary to determine an appropriate medical clearance for you and your eligible family members. A valid medical clearance is mandatory for all employees and eligible family members before proceeding overseas. You should ensure that reports from the test/consultation listed on this form are sent by fax promptly to the Office of Medical Services. FAX reports to: (703) 875-4850.

### **BILLING**

If a DS-616 is issued overseas, post may request fiscal data from the employee's parent agency to pay for the studies authorized in the form DS-616. In this instance, employees should file a claim with their health insurance and reimburse the Government.

If a DS 616 is issued in MED Washington, providers and employees should file health insurance claims with the employee's health insurance. Items not covered by the employee's health insurance may be sent to:

OFFICE OF MEDICAL SERVICES  
MEDICAL CLAIMS SECTION  
2401 E STREET, N.W., ROOM 101  
WASHINGTON, D.C. 20522-0101

**Title:** Standard Operating Procedure (SOP) for Issuing the DS-616 at Post

**Old SOP:** A DS-616 is issued for non-routine diagnostic testing or procedures required for a medical clearance determination. Only the Medical Clearance section issued DS-616.

**New SOP:** The RMO or FSHP will issue the DS-616 at post or within their region. The RMO and or FSHP certifies saying that the tests / consultations are necessary and not for a routine follow-up care for a known medical condition.

Locally Engaged Staff (LES) are not allowed to issue a DS-616. The RMO or FSHP will issue the DS-616 for LES within their region.

**Rationale for New SOP:** The RMO and FSHP perform medical clearances overseas. Determining if additional medical evaluation is needed is part of the medical clearance process. Therefore, issuance of the DS-616 is appropriately managed locally and not in Medical Clearance section. Currently Medical Clearance Section approves 90% plus of all incoming requests from FSMPs in the field.

Approved: T. Yun, Deputy Medical Director  
Cleared: A. Kidane, FMC  
Drafted: M. Pate, Chief of Medical Clearances